

SCHEDULE

Date	Time	Event
Thursday, Nov. 11	8:00 a.m. – 5:00 p.m. 8:00 a.m. – 5:00 p.m.	Targeted Exhibitor Move-in Direct to Show Site Shipments Accepted Targeted Exhibitors
Friday, Nov. 12	8:00 a.m. – 5:00 p.m. 8:00 a.m. – 5:00 p.m.	Targeted Exhibitor Move-in Direct to Show Site Shipments Accepted Targeted Exhibitors
Saturday, Nov. 13	8:00 a.m. – 7:00 p.m. 8:00 a.m. – 5:00 p.m.	Exhibitor Move-in Direct to Show Site Shipments Accepted
Sunday, Nov. 14	8:00 a.m. – 7:00 p.m. 8:00 a.m. – 5:00 p.m. 8:00 a.m. – 2:00 p.m. <i>Various Times</i>	Exhibitor Move-in Direct to Show Site Shipments Accepted Charity Golf Tournament Institute Programs & EDUTours (ticketed)
Monday, Nov. 15	8:00 a.m. – 8:00 p.m. 8:00 a.m. – 5:00 p.m. 5:00 p.m. <i>Various Times</i>	Exhibitor Move-in Direct to Show Site Shipments Accepted All exhibits must be set and ready for inspection. Institute Programs, EDUSessions, Lunches
Tuesday, Nov. 16	7:30 a.m. – 7:00 p.m. 8:30 a.m. – 10:00 a.m. 10:00 a.m. – 6:00 p.m. 6:00 p.m. – 7:30 p.m. <i>Various Times</i>	Exhibitor Access to Trade Show Floor Kickoff Event Trade Show Floor Open IAAPA Awards Winners Celebration (ticketed) EDUSessions, EDUTalks, Lunches
Wednesday, Nov. 17	7:30 a.m. – 7:00 p.m. 8:30 a.m. – 10:00 a.m. 10:00 a.m. – 6:00 p.m. <i>Various Times</i>	Exhibitor Access to Trade Show Floor GM & Owners Breakfast (ticketed) Trade Show Floor Open EDUSessions, EDUTalks, Lunches, Receptions
Thursday, Nov. 18	7:30 a.m. – 9:00 a.m. 7:30 a.m. – 7:00 p.m. 10:00 a.m. – 6:00 p.m. 8:00 p.m. – 11:00 p.m. <i>Various Times</i>	Charity 5K Run/1-mile Walk Exhibitor Access to Trade Show Floor Trade Show Floor Open IAAPA Celebrates (ticketed) EDUSessions, EDUTalks, Breakfasts, Lunches
Friday, Nov. 19	7:30 a.m. – 11:00 p.m. 10:00 a.m. – 4:00 p.m. 4:01 p.m. – 11:00 p.m.	Exhibitor Access to Trade Show Floor Trade Show Floor Open Exhibitor Move-out
Saturday, Nov. 20	8:00 a.m. – 5:00 p.m.	Exhibitor Move-out
Sunday, Nov. 21	8:00 a.m. – 12:00 p.m.	Exhibitor Move-out

MOVE-IN DEADLINE

Any exhibit booth not occupied by 5:00 p.m. on Monday, Nov. 15 will be reassigned at IAAPA's discretion, with no refund to the exhibitor. All exhibits must be set up for show management inspection by 5:00 p.m., Monday, Nov. 15 or they could incur [fines and penalties](#). Any inside exhibit without a floor covering will have carpet "forced" by Freeman and the expense will be billed to the exhibitor.

TARGETED MOVE-IN

Freeman and IAAPA have implemented a [Targeted Move-in Schedule](#) for this show. Please view the current Targeted Move-in Schedule for your move-in date and time. Please complete the [Targeted Move-in form](#) to request early move-in than this schedule. The form should be submitted between **Sept. 1 – Oct. 29**. Only those exhibitors who have been contacted by Freeman will be allowed on the show floor Thursday, Nov. 11 and/or Friday, Nov. 12.

CHILDREN

No one under the age of 18 is permitted on the show floor during move-in or move-out.

SPECIAL TIME WORK PERMIT

If you will need to work after the move-in hours on any day of move-in (including targeted move-in dates) to meet the set-up deadline, please complete a Special Time Work Permit at the IAAPA Security Office (S221) or the Operations Office on the show floor on-site by 4:00 p.m. the day you need to work late. *Forms are not accepted in advance.*

EDUCATION PROGRAM, SPECIAL EVENTS, TOURS

All registered exhibitors who are IAAPA members are welcome to attend the general Education program sessions for free. Institute programs, lunches, breakfasts, receptions, tours, and other events are ticketed and require a registration fee (non-member fees are higher). Tickets can be purchased during through the [Exhibitor Registration](#) site. A full list of events can be found [here](#).

MOVE-OUT NOTES

Move-out will begin immediately after the close of the trade show at 4:01 p.m., Friday, November 19. **Dismantling of any part of your exhibit prior to the 4:00 p.m. show closing on Friday, November 19, will result in a [monetary penalty](#), the forfeiture of accumulated priority points, and potential suspension of future exhibiting privileges.** This policy is strictly enforced!

Aisle carpet will be removed promptly at show closing, at 4:01 p.m. This process takes approximately one hour, please keep the aisles clear. As soon as the aisle carpet is up, the return of all shipping containers will begin. All empty boxes, containers and crates will be returned to the booths on Friday evening. **This process will be completed within 6 hours.** (Example: you may receive your crates as soon as 6:00 p.m. or as late as 11:00 p.m.). Because of the time that return of empty crates or containers may take, **please plan your outbound flights accordingly.**

Freeman offers a limited number of "priority" stickers available for exhibitors to receive their empty boxes or crates in an expedited manner during move-out. Priority stickers guarantee your box will be returned within 2 hours of the show closing. The cost is \$150 per sticker and must be purchased through [FreemanOnline](#) only.

Non-official contractors (EAC's) will have access to the show floor beginning at 5:00 p.m. [Hand-carried](#) rules also apply for move-out.

All outbound shipments require a Freeman material handling agreement which can be picked up at the Exhibitor Service Desk on-site. Once all your materials have been packed, labeled and ready to be shipped, return the agreement to the Freeman desk. It can also be submitted with your mobile phone by going to www.freemanco.com and clicking Concierge Elite Mobile.

All carriers must be checked in at the [Marshaling Area](#) by 8:00 a.m., Sunday, November 21. All exhibit material must be removed from the Orange County Convention Center (OCCC) by 12:00 p.m., Sunday, November 21. If your designated carrier fails to pick-up by 12:00 p.m. or refuses to accept your shipment, Freeman will re-route such shipment at the exhibitor's expense.

Please review the [Outbound Shipping](#) document for more information.